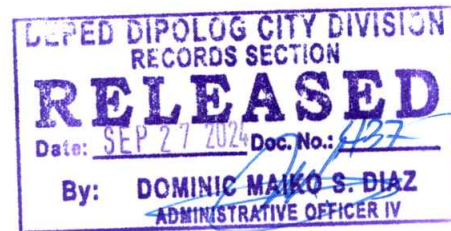




Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



September 26, 2024

DIVISION MEMORANDUM

NO. 487, s. 2024

**MONITORING OF THE SCHOOL PERSONNEL ASSIGNMENT LIST
AND BASIC PROFILE OR SCHOOL FORM 7 (SF7)**

TO: Assistant Schools Division Superintendent
Chief, Schools Governance and Operations Division
Chief, Curriculum and Implementation Division
All Division and District Supervisors
All Elementary and Secondary School Principals
All Others Concerned
This Division

1. With the nationwide implementation of the K to 12 Basic Education Program, particularly of Senior High School (SHS), and the intensified implementation of the Alternative Learning System (ALS), the additional sets of school and ALS forms are hereby adopted. This policy complements DepEd Order No. 4, s. 2014, entitled Adoption of Modified School Forms (SFs) for all Public Elementary and Secondary Schools Effective End of School Year 2013-2014, institutionalized the utilization of the modified forms to simplify the processing of various school records, thus allowing public school teachers and school heads to focus on the core business of curriculum delivery. One of these modified forms is School Form 7 (eSF7) or the School Personnel Assignment List and Basic Profile, which provides a list of the school personnel's profile and official duties.
2. As part of its commitment articulated in the MATATAG Agenda to digitize its essential processes, the Department of Education issues the Electronic School Form 7 (eSF7) to be adopted by all public schools effective School Year 2023-2024.
3. School Heads are requested to download the accomplished the Electronic School Form (e-SF7). Electronic copy of e- SF7 is available through this link: <https://tinyurl.com/eSF7template>.
4. Along with this, the division monitoring team will visit your school monitor the compliance of this report. See the attached file for the composition of the Division Monitoring Team and the schedule of monitoring.
5. For immediate dissemination and compliance.

MA. LIZA R. TABILON, EdD., CESO V
Schools Division Superintendent



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e-SF7 MONITORING SCHEDULE

Date	Time	School
October 8, 2024	8:30 AM to 11:30 AM	Virginia ES
	1:30 PM to 4:30 PM	Kepiyanan ES
October 9, 2024	8:30 AM to 11:30 AM	Linay ES
	1:30 PM to 4:30 PM	Pamansalan ES
October 10, 2024	8:30 AM to 11:30 AM	Pamansalan ETHS
	1:30 PM to 4:30 PM	Diwan ES
October 14, 2024	8:30 AM to 11:30 AM	Cayasan ES
	1:30 PM to 4:30 PM	Guinsangaan ES
October 15, 2024	8:30 AM to 11:30 AM	Cogon NHS
	1:30 PM to 4:30 PM	Cogon ES
October 16, 2024	8:30 AM to 11:30 AM	San Jose ES
	1:30 PM to 4:30 PM	San Alfonso ES
October 17, 2024	8:30 AM to 11:30 AM	Sangkol ES
	1:30 PM to 4:30 PM	Sinaman IS
October 18, 2024	8:30 AM to 11:30 AM	Punta CS
	1:30 PM to 4:30 PM	Punta NHS
October 21, 2024	8:30 AM to 11:30 AM	Olingan South ES
	1:30 PM to 4:30 PM	Sta. Cruz ES
October 22, 2024	8:30 AM to 11:30 AM	Laoy Olingan ES
	1:30 PM to 4:30 PM	AQUMATSHS
October 23, 2024	8:30 AM to 11:30 AM	Olingan ES
	1:30 PM to 4:30 PM	Tubod IS
October 24, 2024	8:30 AM to 11:30 AM	Galas ES
	1:30 PM to 4:30 PM	Galas NHS
October 25, 2024	8:30 AM to 11:30 AM	Sta. Filomena IS
	1:30 PM to 4:30 PM	Magsaysay ES
October 28, 2024	8:30 AM to 11:30 AM	Sta. Isabel ES
	1:30 PM to 4:30 PM	Miputak NHS
October 29, 2024	8:30 AM to 11:30 AM	Miputak East CS
	1:30 PM to 4:30 PM	Barra ES
October 30, 2024	8:30 AM to 11:30 AM	Dipolog City NHS
	1:30 PM to 4:30 PM	DPDS
November 4, 2024	8:30 AM to 11:30 AM	SPED Center
	1:30 PM to 4:30 PM	Biasong ES
November 5, 2024	8:30 AM to 11:30 AM	Sicayab ES
	1:30 PM to 4:30 PM	Sicayab NHS





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November 6, 2024	8:30 AM to 11:30 AM	Gulayon IS
	1:30 PM to 4:30 PM	Turno ES
November 7, 2024	8:30 AM to 11:30 AM	ZNNHS-Turno
	1:30 PM to 4:30 PM	ZNNHS
November 8, 2024	8:30 AM to 11:30 AM	Estaka CS
	1:30 PM to 4:30 PM	Upper Dicayas IS
November 11, 2024	8:30 AM to 11:30 AM	St. John ES
	1:30 PM to 4:30 PM	Dicayas ES
November 12, 2024	8:30 AM to 11:30 AM	Minaog ES
	1:30 PM to 4:30 PM	Sto. Niño ES
November 13, 2024	8:30 AM to 11:30 AM	Linabo ES
	1:30 PM to 4:30 PM	Lugdungan ES

Division Monitoring Team

Chairman: Nur N. Hussien, DM
Vice-Chairman: Edgardo S. Cabalida, EdD
Members: Ronillo S. Yarag, EdD
Marie Antoinette F. Nazareth
Luisiano S. Murro Jr.
Neil Nonato F. Sebastian
Love L. Ricafort
Alan D. Chiu
PSDS In-charge in the district